

ENVIRONMENTAL UTILITIES MAINTENANCE SUPERINTENDENT

DEFINITION

To plan, organize and direct mechanical, electrical and predictive maintenance activities related to the operation and maintenance of water and wastewater treatment plants and related infrastructure for the water distribution, stormwater monitoring, wastewater collection and recycled water systems within the Environmental Utilities Department; assist in the maintenance of the Supervisory Control and Data Acquisition (SCADA) control system and other automated control systems of other City Departments; coordinate section activities with other divisions or departments; and to provide highly responsible technical support to the Assistant Environmental Utilities Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant Environmental Utilities Director-Wastewater.

Exercises direct supervision over assigned supervisory and technical and maintenance personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement section goals and objectives; establish performance standards and methods mechanical, electrical and predictive maintenance activities for Environmental Utilities and other City Departments, as necessary; develop and implement policies and procedures.

Plan, develop and oversee the work and technical training of staff involved in mechanical, electrical and predictive maintenance activities.

Evaluate operations and activities of assigned unit; implement improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications; submit justifications for mechanical, electrical and predictive maintenance activities and related capital improvement projects and capital equipment; forecast needed funding and prepare cost estimates for a variety of projects; submit justifications for staff, supplies, equipment and services; monitor and control expenditures.

Oversee and coordinate the work of supervisors assigned to mechanical, electrical and predictive maintenance in support of continuous operation of Environmental Utilities facilities; ensure maintenance of the Supervisory Control and Data Acquisition (SCADA) control system and other automated control systems of other City Departments.

Environmental Utilities Maintenance Superintendent

- 2 -

Ensure that staff safety standards are adhered to, safety training is provided, and regulatory safety management requirements are achieved.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public works facilities construction and maintenance related to wastewater collection and recycled water distribution systems.

Pertinent local, State, Federal rules, regulations and laws.

Preventative, reactive and predictive maintenance-specific computer software and data analysis tools.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of work safety.

Ability to:

Organize, implement and direct mechanical, electrical and predictive maintenance operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret and explain pertinent wastewater utility and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Five years of increasingly responsible mechanical, electrical and preventative/predictive maintenance work in Water/Wastewater Utility operations or in an Industrial Environment, of which at least two years are at the supervisory level.

Training:

An Associate's degree or 60 semester units of college level course work including 18 units in a major field of study and 21 units in general education from an accredited college or university, preferably in preventative/predictive maintenance work practices or a related field. Two years of related work experience can substitute for an Associate's Degree.

License or Certificate

Possession of a valid California driver's license by date of appointment.